

Refugio Junior Lifeguards

California State Parks



2020 Parent Handbook

“What parents need to know”

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[MISSION STATEMENT

The mission of the California State Parks Refugio Junior Lifeguard Program is to provide quality water safety & environmental education to children ages 7-17.

The Junior Lifeguard program introduces young people to safe marine and aquatic recreational opportunities and is an educational program designed to improve young people's physical conditioning, their understanding and respect for the environment, and their respect for themselves, their parents, and their peers.

The mission is accomplished through activities that include instruction and practice in open water swimming, beach running, paddle boarding, body surfing, surfing, kayaking, snorkeling, self rescue, and much, much more. Respect for the environment increases by the understanding gained through daily physical contact with the environment and through lecture and discussion of pertinent marine and aquatic topics. Increased respect for themselves develops through their personal progress and accomplishments. Respect for others is accomplished by contact with compassionate Instructors and by working with other youths in a team-building environment.

Furthermore, the mission of the Refugio Junior Lifeguard Program embraces opportunities for community involvement and partnerships in educational instruction. The mission includes seizing special opportunities that introduce non-traditional user groups to the wonders of marine and aquatic recreation environments.

[PROGRAM DATES

The Refugio Jr. Lifeguard Program generally begins on Monday of the fourth week in June and ends on Friday of the third week of July (4 weeks). There is no JGs held on July 4th so that participants can spend the holiday with their families. Exact dates for the current program year are located on the Program's website at <https://www.parks.ca.gov/refugiojg>

[PROGRAM HOURS

Regular Program Hours: 10:00 a.m. to 3:00 p.m. Monday through Friday. Exceptions to normal Program hours will be announced for field trips and other special events (field trip schedule and information will be handed out on the first day of JGs & will be posted on the JG website prior to the start of the session).

California State Parks and the Refugio Junior Lifeguard Program are not responsible for students outside of scheduled program hours and activities. Parents are responsible for their children immediately prior to and immediately following scheduled Program hours. If riding the bus, parents are responsible for their children at the bus stops before and after the Program. Parents are expected to be prompt at dropping off and picking up their Junior Lifeguards. *Please, do not park in handicapped parking, red zones, double park, or leave

car unattended in a loading zone when picking up or dropping off children. Law Enforcement will strictly enforce all parking regulations.

[PROGRAM LOCATION

The Refugio Junior Lifeguard Program starting locations is the west end of Refugio State Beach. Fridays typically are field trips to local beaches, competition dates and community events. Exceptions to the normal Program location will be announced for field trips and other special events (field trip schedule and information will be handed out on the first day of JGs & will be posted on the JG website prior to the start of each session). Due to periods of inclement weather, erosion and lack of sand or other hazards, we may opt to move the program to neighboring beaches for safety reasons. If this occurs, notifications to participants occur as soon as possible and updates posted on the home page of the JG website.

[PROGRAM FEES

TUITION = \$399 for each child.

*We are bringing back the sibling discount which would be \$299 for the second sibling and for any sibling that attends after that. This is limited to siblings and is only available for siblings attending the 2020 session.

BUS FEES (optional) = an additional \$149 per child

***Sibling discount \$299** for the second sibling and any sibling that attends after in the same session

Reduced rates are NOT possible if your child cannot attend a full session. The tuition fees include a Junior Lifeguard uniform t-shirt, all field trip expenses, lectures, instruction, beach activities, guest speaker fees, a Junior Lifeguard patch and certificate of completion (to be given at the end of the program), stickers and more! Our Program costs far less and includes much more than similarly designed summer camps and Jr. Lifeguard programs in Santa Barbara County. ***It is a great deal!***

[AGE REQUIREMENTS

The age requirement for Junior Lifeguards is 7 to 17 years of age on the first day of instruction. Some of the training will be in one large group; however, the kids are often divided into four smaller groups. The groups are primarily based on age; but size, strength, ability, and confidence are also considered. Generally, 14-17 year olds are in the "A" group, 12-13 year olds are "B's", 9-11 year olds are "C's", and 7-8 year olds are known as the "Little Guards". The groups may be further broken down to smaller groups (A1, A2, B1, B2, C1, C2) for certain activities and more personalized instruction.

Note: A child may be moved up, or down, into a different age group at the Coordinator's discretion. This rarely occurs and is determined on a case-by-case basis.

[BUS TRANSPORTATION

The Refugio Jr. Lifeguard Program provides bus service to and from the Program to most areas in Santa Barbara County for an additional fee. Fee information is located in the "Program Fees" section of this handbook. At present, we offer bus service to and from the following areas:

- Vandenberg Village
- Lompoc
- Buellton
- Santa Ynez
- Solvang

Bus information is located on our website <https://www.parks.ca.gov/refugiojg> prior to the start of each session & includes the times and locations of each bus stop. Space on the busses is limited. Therefore, we urge you to reserve your spot as early as possible. To reserve your spot you must complete a Jr. Lifeguard Program application and pay your fees for both the bus and the JG Program. If you do not pay the bus fees, you cannot ride the bus (no exceptions).

General Bus Rules:

- No eating, touching, yelling & screaming, or name calling
- ALWAYS Follow the driver's directions
- You may bring equipment **WITH** driver's permission and **IF** there is room
- Stay seated at all times
- Students who behave inappropriately will lose bus privileges and will forfeit fees
- Parents are responsible for dropping off and picking up children at scheduled times

[INSTRUCTORS

The Junior Lifeguard Program is taught by professional State Park Lifeguards and specially-trained support personnel. The Lifeguards have extensive experience and rigorous training in surf and ocean rescue, beach safety, first aid, and CPR. The Instructors also have teaching, and interpretation experience with children. Throughout the session, guest lecturers are utilized to share their knowledge and experiences with the Junior Lifeguards to further enhance their learning experience. **Safety and education while having fun are our primary objectives.**

There are typically 5-8 paid Junior Lifeguard Program Instructors and 8-16 volunteer Assistants with the Junior Lifeguards at all times during the Program (based on full

capacity). This supervision level adheres to the statewide standard ratio of 20 students to 1 paid Jr. Lifeguard Instructor at the absolute lowest level of supervision. A majority of the time the student to Instructor ratio will be much lower with increased supervision. The increased supervision will be provided by Lifeguard Supervisors, extra Lifeguards, parents, and guest lecturers present on the beach periodically throughout the 4-week session.

The following are the names and titles of the Junior Lifeguard Management Staff:

Cooper Creese: Seasonal Lifeguard II / JG Program Coordinator

Drew Zailik: Seasonal Lifeguard II / JG Program Coordinator

Dion Von Der Lieth: State Park Peace Officer / Lifeguard Supervisor

[JUNIOR LIFEGUARD ASSISTANTS

We are looking for youths, 15-17 years of age who would like to participate in the Junior Lifeguard Assistant Program (younger Assistants may be evaluated and approved by Instructor staff). Previous Junior Lifeguard experience, strong ocean swimming skills, and maturity are required. Junior Lifeguard Paid & Volunteer Assistants help the Instructors with various tasks from 9:30 a.m. to 3:30 p.m., Monday through Friday. The Assistants learn Lifeguard-specific job skills and receive introductory Lifeguard training.

Junior Lifeguard Assistant Programs have successfully prepared young people for Seasonal Lifeguard employment and have helped produce some of the finest Lifeguards in the state! Interested youths should call the Junior Lifeguard Office as soon as possible. There will be mandatory Assistant tryouts, training and interviews scheduled sometime before the Program starts. More Assistant info is available on our website: <https://www.parks.ca.gov/refugiojg>

[ENROLLMENT

Enrollment in the Junior Lifeguard Program is “first come - first served.” Students’ enrollment is complete when the Junior Lifeguard Office receives the completed application and full payment of the tuition fees. Please keep in mind that space on the busses is limited, so it is a good idea to enroll as early as possible to reserve your spot.

[THE TRYOUT TEST

The Junior Lifeguard Program is not a “learn to swim” school. Therefore, prospective students are screened at a tryout test to see if they have the minimum skills needed to benefit from the Junior Lifeguard Program. The instructors approve a child's skill level based upon successful completion of the test as well as the child's swimming competence and confidence. *Please, understand that a child may physically complete all phases of testing and still may not be accepted into the JG Program. The

Instructors approve a youth's skill level based upon the youth's swimming ability, competence, and confidence. This process is for the safety of the child, as well as the success of the Program.

Tryout tests are at various areas of Santa Barbara County throughout the months of May and June. Tryout dates, times, locations, and other information are located on our website <https://www.parks.ca.gov/refugiojg> in the spring. At the tryouts, students should have a bathing suit and a towel and be ready to get wet.

The tryout test consists of the following:

- 1) Swim 100 yards continuously (within the allotted time)
- 2) Swim 10 yards underwater (pass/fail)
- 3) Tread water for 3 minutes (pass/fail)

Time standards for the 100 yard swim are as follows:

- All Program participants must complete the swim in less than 3 minutes.

In the past, there were different swim time requirements for different age groups. This is no longer the case. Instead, we have one time standard and the Instructor staff has the discretion to pass or fail a child based on the level of swimming proficiency (not relative speed). We have found this to be a much better indicator of ability.

*Note: All new students entering the Program must successfully complete the testing process to be eligible for the Program (NO EXCEPTIONS).

[TRYOUT WAIVER

(FOR RETURNING STUDENTS ONLY)

Returning Junior Lifeguards who were in the Program last year may skip the tryout testing; however, parents must sign the TRYOUT OPTION WAIVER on the Junior Lifeguard Application.

[TUITION ASSISTANCE

A limited amount of tuition assistance is available. If your child, or the child of someone you know, cannot participate in the Junior Lifeguard Program without tuition assistance, please contact us for a Tuition Assistance Application.

Scholarship and tuition assistance requires completion of the California State Parks tuition assistance application and qualification under its guidelines. Due to funding and availability for this program fluctuates, only a limited number of candidates receive assistance for this program each year.

California State Parks is happy to be able to provide you with the finest of Junior

Lifeguard Programs. However, as our Junior Lifeguard Program grows, you can help support deserving youths in need of scholarships, field trips, equipment, and supplies.

*Note: If you or your business is interested in donating to our Junior Lifeguard Program, please contact us at: Refugio.juniorguards@parks.ca.gov or (805) 331- 8018

[UNIFORMS

We require students to wear a uniform for team camaraderie and for safety. The uniforms allow the Instructors to safely monitor the children and distinguish them from non-Junior Guard participants. Junior Guards must wear the required uniform in order to participate in the Program. *Uniform items can be purchased at any of the JG tryouts or at one of our uniform sales days (dates, times, and locations will be announced on our website <https://www.parks.ca.gov/refugiojg> in early spring).

Student Required Uniform: The Junior Lifeguard required uniform is the white t-shirt with the Junior Lifeguard logo (included in course fees) and a Royal blue swimsuit. Royal blue sweatshirts are highly recommended for warmth on cold mornings.

Student Optional Uniform Items: Various optional Junior Lifeguard logo items are available through the Jr. Guard Student Store. Optional items include royal blue hooded JG sweatshirts, hats, additional t-shirts, shorts, & swimsuits, as well as rash guards. *Note: Please write your child's name on his or her uniform and all other personal gear. We are trying to reduce our lost and found pile!

Cost of Uniform Items:

- Extra white **t-shirts** with JG logo **\$10**
- Royal blue **hooded sweatshirt** with JG logo **\$25**
- Royal blue **surf trunks** **\$20**
- Royal blue **girls one piece swimsuit** **\$30**
- Royal blue **girls two piece swimsuit** **\$45**
- Royal blue/black **rash guards** **\$20**
- Wet/dry **duffle bags/back packs** with logo **\$50**

For your benefit, we sell only high quality merchandise at or near wholesale prices. Tax is included in the price. Any proceeds go directly back into the Junior Lifeguard Program. Items can be returned or exchanged if the item is still in new condition and still has the tags attached.

*Note: Please understand that it may not be possible to purchase uniform items on the beach during program hours. Your child's safety is our primary concern and we cannot remove a lifeguard from the beach to assist with store purchases.

*Note: One white JG t-shirt is included in the fees and the swim trunks & swim suits may be purchased from us or anywhere.

Returning JG Uniform Pick-up: Parents of returning Junior Lifeguards may come to any of the Jr. Guard tryouts to pick-up/purchase uniform items. There will also be several uniform sales days scheduled prior to the start of the program. If you cannot come to pick up uniforms on one of these days, you may purchase uniform items on the first 2 days of each session. It is recommended that you purchase your uniforms as early as possible as the number of uniform items offered can be limited.

Instructor Uniforms: Jr. Lifeguard Instructors are distinguished from Assistants and students by the official California State Parks red Lifeguard uniform swim trunks/swimsuits and Lifeguard patch, a navy blue t-shirt and navy blue jacket with the official California State Park Lifeguard emblem.

[REFUND POLICY

There is a \$50.00 fee for cancellations made prior to the first day of instruction.

Students may drop from the Program at anytime **prior to** the completion of the 1st week of instruction and receive a 50% refund of tuition. Refunds are not available after commencement of the **first day** of instruction of the Program's 2nd week.

Student injuries that occur during the Program that preclude the student's continuation in the Program will be given a pro-rated refund based upon the remaining number of days in the Program, including the date of injury.

There is no refund of fees for students suspended or for students whom are removed from all further activities for disciplinary reasons. Discipline related absences are not eligible for refunds.

[JUNIOR LIFEGUARD SAMPLE DAILY ITINERARY

10:00 - 10:15 ROLL CALL (roll call, announcements, notes from parents, remove beach hazards, sunscreen application, etc.)

10:15-11:30 EXERCISE (stretching, warm-ups, calisthenics, sit-ups, jumping jacks, push-ups, beach runs, buoy swims, paddle boarding, fun athletic events, etc.)

11:30-12:30 DAILY LECTURE & HANDS-ON LEARNING ACTIVITY (daily lecture topics include ocean safety, first aid, environmental awareness, ocean recreation, etc.)

12:30 - 1:00 LUNCH (bring your own sack lunch to eat on beach)

1:00 - 2:45 RECREATION (beach games, ocean recreation, safe use of soft surfboards, boogie boards, & other recreational equipment)

2:45 - 3:00 ROLL CALL & CLEAN UP (pick up all trash, pick up all personal belongings, help clean & put away all JG equipment, leave beach cleaner than how we found it & catch the bus!)

*Note: This is a sample itinerary only and these activities may be shuffled around on a daily basis as the need arises.

[JUNIOR LIFEGUARD DAILY REQUIREMENTS

All Junior Lifeguards need to report to Refugio State Beach at 10:00 a.m. SHARP and will leave the beach at 3:00 p.m. SHARP. Parents and guardians are responsible for their children after 3:00 p.m.! The Lifeguards leave the beach at 3:00 p.m. and cannot stay to watch your child after JG Program hours.

***NOTE:** Field trip days may have different reporting times and locations. Field trip info will be available on our website <https://www.parks.ca.gov/refugiojg> prior to the start of each session.

Participation: All JGs are expected to participate in all activities, unless they have a valid note from their parents saying otherwise. Refusal to participate may result in the child's removal from the Program. Kids should be on time, in full uniform, and prepared for a full day on the beach (i.e.: sand, sun, fog, cold weather, cold water, exercise, lectures, etc.) & JGs' names should be clearly written on all gear.

JG's should bring the following items to the beach everyday:

- Be in full uniform (JG t-shirt & navy blue swimsuit) **required**
- Sun protection (sunscreen, hat, etc...) highly recommended
- Foot protection (sandals, shoes, booties, etc.) **required**
- Large lunch (sack lunch and lots of drinking water) highly recommended
- Back pack & towel (to keep all your stuff together) highly recommended
- Swim goggles, fins, etc. (optional)
- Positive & enthusiastic attitude **required!!!**
- Surf Style wetsuit (highly recommended)

[DAILY SCHEDULE / CALENDAR

A daily lecture / field trip schedule will be handed out on the first day of the program and will be posted on our website <https://www.parks.ca.gov/refugiojg> prior to the start of each session. Please read it carefully as the location of our Program changes during field trips and other special days. Also, be aware that the daily schedule is tentative and subject to change due to unforeseen circumstances such as inclement weather, dangerous ocean conditions, hazards, and the schedules of our guest lecturers.

*Note: Information on any changes to program location will be done as soon as possible. Fliers to kids and parents, and email and website updates are often used.

[PROGRAM UPDATES

The Refugio Jr. Lifeguard Program strives to keep parents and participants informed. Therefore, we utilize weekly emails as a primary communication tool to help pass on vital information about the Program & its many activities (i.e. field trips, competitions, location changes, directions, scheduled guest speakers, etc.). If you are not receiving the weekly email, check your SPAM filter or contact the JG staff at refugio.guards@parks.ca.gov.

[ATTENDANCE

Attendance is taken twice daily. Regular attendance is encouraged and will allow students to fully benefit from the Program. Please notify us if your child will be absent for more than three days in a row.

[PARTICIPATION IN ACTIVITIES

STUDENTS ARE REQUIRED TO PARTICIPATE IN ALL REGULAR JG PROGRAM ACTIVITIES!!!

Parents should be aware that rigorous physical exercise and ocean swims are a daily part of the Program. Refusal to participate may result in removal from the Program. If a student is unable to participate in certain activities, the student should give a note (from a parent or guardian) to one of the Instructors first thing in the morning. Exercise and activities will vary for the children depending on their age, size, strength, ability, confidence level, and ocean conditions. The younger, smaller students will not have the same opportunities as the older students to utilize the paddleboards and other equipment, which require body weight and strength. If you have questions, please see one of the Instructors.

[CERTIFICATES OF COMPLETION

Certificate of Completion: At the end of both sessions, each participant of the Refugio Jr. Lifeguard Program will receive a certificate of completion signifying their efforts over the course of the session. The certificate of completion is a ½ page document personalized with the child's name. In addition, each student who completes the "patch Swim" on the last day will receive an embroidered patch with the JG Program's logo in acknowledgement of their efforts.

Powerguard: Students who wish to push themselves physically and intellectually have the opportunity to do so by participating in the "Powerguard" program. Powerguards are highly-motivated JGs who voluntarily participate in extra activities and set a higher standard of behavior for themselves. Powerguard is a designation that must be earned over the course of the Program and cannot be insincerely claimed or debated, and missed requirements cannot be made-up later. To achieve the Powerguard designation, students must:

- Complete 90% of the daily vitamins
- Voluntarily participate in extra activities and assignments (announced in advance)
- Maintain 90% attendance
- Put forth a maximum effort daily

- Maintain a positive attitude
- Have no discipline problems

Students who complete all of the above will receive a full page certificate of completion for their efforts, along with a special patch with the Powerguard designation. The Powerguard patch is a source of great pride among the students and staff.

[BEHAVIORAL EXPECTATIONS & DISCIPLINE

The Refugio Jr. Lifeguard Program strives to have a positive impact and create a safe and sound environment for its young participants. In order for this to occur, students must exhibit behavior that demonstrates a respect for the program's rules, our staff, other students, and our equipment and facilities. Examples of expected behaviors include but are not limited to:

- Respect of Instructors and other staff
- Respect of other students; no shoving, hitting or insulting
- Respect of the facilities, equipment and property of others
- Cooperation with others and good sportsmanship
- Following all safety rules and all instructions
- Listening quietly to directions and announcements
- Not being disruptive during program lessons and activities
- Actively participating in regular program activities

*Please note: The intent of discipline at JGs is to *gain compliance* while instructing the student of acceptable forms of behavior. Accomplishing this requires effort on the part of both the student and staff, and at times, parents/guardians.

Safety is the primary concern at JGs, and as such, failure to adhere to program rules and/or staff requests will not be tolerated. A student who fails to follow the rules not only disrupts the smooth and safe operation of the program, but can diminish the overall enjoyment and education of other students. Therefore, the Refugio Jr. Lifeguard Program has developed the following as its discipline policy:

Progressive Steps of JG Program Discipline

Step 1 - Verbal warning and counseling: When a minor discipline incident occurs, the student will be counseled and given a description of the behavioral change that is required. Examples of incidents related to step 1 can include failing to follow instructions and/or failure to adhere to general program rules.

Step 2 – Time out, physical fitness reprimand, or loss of privileges: If subsequent or more serious incidents occur, the student may be asked to “take a time out”, “take a lap”, and/or perform a series of push-ups. For more serious incidents, the student may be asked to sit out for the duration of an activity such as “free play”, in addition to the previously mentioned actions.

*Please note: A “time out” is a 5-10 minute period that the student spends quietly reflecting on the incident; a “lap” is a supervised swim or run of reasonable distance; and a “series of push-ups” is one or more sets of push-ups within the ability level of the student. Like all discipline situations at JGs, incidents in this category will include a verbal counseling and a description of the appropriate/expected behavior.

Step 3 – Parent Contact: If a series of discipline situations occur, or in the event of a serious discipline incident, the child’s parent or guardian will be contacted. The intent of a parent contact is to enlist the help the student’s parent or guardian in order to correct the behavior.

*Please note: Failure to participate in regular activities such as the daily run or swim can also result in a parent contact.

Step 4 – Suspension: A student who continually disregards rules or instructions will be suspended for 1 day. If this occurs, the parent or guardian will be advised as to when the child can return to the program and what steps will be taken if the child fails to improve.

Step 5 – Expulsion/Termination from the JG Program: If the child’s behavior remains unacceptable, then the parent or guardian will be informed and the child will be dropped from the program.

*Please note: Major first time incidents may progress the student directly to steps 3, 4, or 5. Students who receive a level 4 or 5 discipline response will not receive a refund for their participation in the program and may be disqualified from participating in the program in the future. Examples of major (level 4 or 5) incidents include but are not limited to the following:

- Insubordination/disrespecting staff
- Fighting
- Truancy
- Cheating on runs and/or swims
- Failing to follow the bus rules
- Unlawful or non-consensual touching of another person
- Vandalism of equipment or facilities
- Safety violations
- Other conduct which brings disrespect to the JG Program or the California State Parks

Just like in a classroom or on a sports team, discipline at JGs requires a collective effort on the part of students, parents/guardians, and the program’s staff. Please assist us in providing an environment that is positive and free from incidents that will inhibit our ability to provide your child/children with an exceptional and unique summer experience!!!

[Anti-Bullying Policy

This Refugio Jr. Lifeguard (JG) Program is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work, live, and teach by. All participants of the JG program have a right to be in a secure and caring environment

at all times. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment for themselves and others.

DEFINITION OF BULLYING

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups.

PRINCIPLES

- JGs have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- The program will not tolerate bullying behavior.
- Bullied JGs will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

FORMS OF BULLYING

A Few Examples:

- Physical violence such as hitting, pushing or spitting at another person.
- Interfering with another person's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another person.
- Teasing or spreading rumors about another person or his/her family.
- Belittling another person's abilities and achievements.
- Writing offensive notes or graffiti about another person.
- Excluding another person from a group activity.
- Ridiculing another person's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

The Responsibilities of JGs

We expect our JG students to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect a child who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

The Responsibilities of Parents

We ask our parents to support their children and the JG program by:

- Watching for signs of distress or unusual behavior in their children, which might be evidence of bullying;
- Advising their children to report any bullying to (any member of our staff) and explain the implications of allowing the bullying to continue unchecked, for themselves and for other children.
- Advising their children not to retaliate violently to any forms of bullying;
- Being sympathetic and supportive towards their children and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying;
- Informing the JG program of any suspected bullying, even if their children are not involved;
- Co-operating with the JG program, if their children are accused of bullying, try to ascertain the truth, and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

The Responsibilities of All

Everyone should:

- Work together to combat and eradicate bullying.

PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING BEHAVIOUR

The following is a generalized description of the JG program's procedures for responding to bullying:

- Steps taken to support and respond to the needs of both bullied and bullying children;
- All known incidents documented and records kept;
- Action which may be taken e.g. disciplinary in accordance with the Refugio JG discipline policy
- Contacting parents/guardians of all pupils concerned in the bullying incident.
- Investigation;
- Feedback to those concerned;
- Sanctions/disciplinary action when necessary;
- Contacting relevant professionals when needed e.g. CPS, law enforcement officials, etc.

LIMITATIONS OF THIS POLICY

The Refugio JG program's Anti-Bullying Policy has been established in response to a few mild incidents of bullying in our program in addition to other, more severe incidents of bullying in schools and children's programs throughout the country. It is our goal to stop incidents of bullying wherever and whenever we can, and we rely on the vigilance of our staff, our parents, and our JGs to do their part to help us achieve this objective.

In short, if we are not aware of a bullying incident, we cannot do anything about it. Therefore, we urge you to take some time to review this policy and the policies listed in our Parent Handbook with your child, and to keep the lines of communication open. The

Refugio Junior Lifeguard Program can be reached at 805-968-6531-office / 805-331-8018.

PLEASE NOTE: This policy, like all of the Refugio Junior Lifeguard program's policies, extends beyond the program's primary location (Refugio State Beach) to include any/all of our busses, bus stops, field trips, events and activities. If you have any questions or would like more information about this policy, please feel free to contact us anytime at (805) 968-6531.

[SPECIAL ACCOMMODATIONS

Prospective students desiring special accommodations or services under the Americans with Disabilities Act must notify the Program supervisor at least sixty (60) days prior to the start of the Program, or as soon as reasonably possible.

[NOTICE OF NONDISCRIMINATORY POLICY

The California State Junior Lifeguard Program admits students of any race, color, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the program. The state does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, scholarships, athletic and other program-administered programs.

[COMMENTS & SUGGESTIONS

Your comments, suggestions, input, and ideas on our program are welcome and greatly appreciated. Please feel free to email the program leaders anytime!

[CONTACT INFORMATION

Refugio Jr. Guard Coordinator: (805) 968-6531-office / (805) 331-8018-cell

Email Address: Refugio.Guards@parks.ca.gov

Mailing Address: 10 Refugio Beach Rd., Goleta, Ca. 93117

Web Site: <https://www.parks.ca.gov/refugiojq>